

eGrant How to Submit Guide For LEA Administrators

I. Completion of Grant

Each section needs to be completed (both Narrative & Budget sections) prior to submitting the grant. The Business Manager needs to approve the Budget sections & the section contacts need to submit the individual sections.

- A. Click the 'Submit' button for each section
- B. A pop up box will display 'You are submitting all questions under this section. Are you sure? Click 'OK' or 'Cancel'

The screenshot displays the 'Consolidated Grant Information' page in the eGrant system. On the left is a sidebar with 'LEA Links' including 'Add/View Grant', 'Contacts', 'Assign Grant', 'Permissions / Authorizations', and 'Goals and Objectives'. The main content area shows a table with columns: Grant, Status, Due Date, and Submit. The table lists various grant sections, including '2006 - 2007 Consolidated Application', 'General', 'Title I - Part A', and 'Title II - Part A'. A 'Submit' button is highlighted in the 'Submit' column for the '2006 - 2007 Consolidated Application' row. A Microsoft Internet Explorer pop-up dialog box is overlaid on the table, displaying a question mark icon and the text: 'You are submitting all questions under this section. Are you sure?'. The dialog box has 'OK' and 'Cancel' buttons.

Grant	Status	Due Date	Submit
2006 - 2007 Consolidated Application	Draft	08/01/2006	Print Submit Grant
General			
General Narratives	Completed		Print
Needs Assessment	Completed		Print
Title I - Part A			
Title I, Part A (Improving Disadvantaged)			Print
Title I, Part A (Schools)			Print Submit
Title I - Part A - Targeted			
BEADLE ELEM			Print Submit
LINCOLN ELEM	Draft		Print Submit
STEWART ELEM	Draft		Print Submit
WEBSTER ELEM	Draft		Print Submit
Title II - Part A			
Title II, Part A (Improving Teacher Quality)	Draft		Print

- C. **Completed**-The grant application or section has been completed and submitted by the appropriate LEA contact. The grant application has not been submitted to the SEA. Changes to the application or section cannot be made once the 'Submit Grant' button has been clicked.

eGrant Home	Library	Correspondence	LogOut	DOE Home	Tech. Assistance
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How To

[How do I view and/or edit grant sections?](#)
[How do I submit my section\(s\)?](#)
[What does each status symbol represent?](#)
[Directions and Checklist](#)
[How do I put in a URL](#)
[Help](#)

LEA Links

[Add/View Grant](#)
[Contacts](#)
[Assign Grant](#)
[Permissions / Authorizations](#)
[Goals and Objectives](#)

2006 - 2007 Consolidated Application

Yankton School District 63-3

Consolidated Grant Information

Click + to expand and - to contract

Grant	Status	Due Date	Submit
2006 - 2007 Consolidated Application	Draft	08/01/2006	Print Submit Grant
General			
+ General Narratives	Completed		Print
+ Needs Assessment	Completed		Print
Title I - Part A			
- Title I, Part A (Improving The Academic Achievement Of The Disadvantaged)	Draft		Print

II. Why is there not a submit button displayed?

- The Business Manager or Fiscal Representative has not approved the budget sections of the grant.
- The individual logged into the eGrant system may have read only or edit rights & not have the ability to submit sections of the grant.

III. Why Can't I Submit the Grant?

- A. Only the Superintendent or Authorized Representative can submit the grant.
- B. If a section(s) of the grant has not been completed, a pop up box will display a message about which section(s) remain to be submitted.

IV. Submitting the Grant

- A. To submit the final grant click the 'Submit Grant' button in the upper right hand corner under **Submit**.

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V. Statement of Assurances

A. Review the General Assurances

1. Enter your signature, by typing your first & last name in the boxes
2. Enter the date of Board Meeting
3. Check the 'I Agree' box
4. Click 'Continue'

The screenshot shows a web browser window titled "eGrants - Grant Affirmation - SD Department of Ed...". The main content area is titled "STATEMENT OF ASSURANCES" and contains the following text:

GENERAL ASSURANCES:

The local education agency (LEA) hereby assures the South Dakota Department of Education that:

1. Each program will be administered in accordance with all applicable statutes, regulations, program plans, and applications.
2. The control of funds provided under each program and title to property acquired with program funds will be in a public agency or in a nonprofit private agency, institution, organization, or Indian tribe, if the law authorizing the program provides for assistance to those entities.
3. The public agency, nonprofit private agency, institution, or organization, or Indian tribe will administer the funds and property to the extent required by the authorizing statutes.

Below the list, there are input fields for "First Name:" and "Last Name:". Below these fields is the heading "Assurances and Certification Statement:" in red. The text below this heading reads: "The above named applicant assures the South Dakota Department of Education that these projects will be administered in compliance with the Statement of Assurances of this application, with state and federal laws and regulations applicable to the use of these funds, that the information contained in this application is accurate and complete, and that the board of the above named applicant has authorized me as its representative to file this application as recorded in the minutes of the board meeting held on:". Below this text is a "Date of Board Meeting:" input field. At the bottom, there is an "I Agree" checkbox and a "Continue" button.

VI. Grant Submitted

A. **Locked** – The grant application and all sections have been submitted to the SEA. The entire grant application has been approved and submitted by the Superintendent.

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